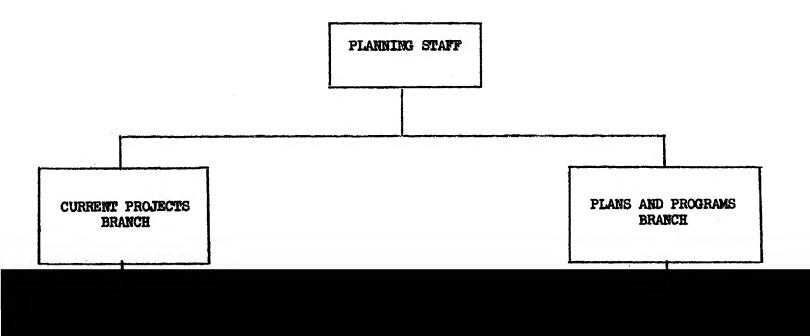
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PLANNING STAFF
LOGISTICS OFFICE



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PLANNING STAFF

LOGISTICS OFFICE

DISCUSSION

- 1. The function of this Staff continues to be the overall planning of the entire operation of the Logistics Office. At the time the Staff was established, in March 1953, various conditions existing both in and out of Logistics made it necessary to include certain functions of operational and service nature.
- 2. One of these items was the coordination activity. At the time it was essential to build up confidence on the part of operating elements of the Agency in the service available from the Logistics Office and the coordination activity appeared to be the best way to accomplish this and to properly support operations. In the meantime, Logistics Officers in the Area Divisions have become familiar with the service available from the Logistics Office and it is now possible to reduce the coordination activity in Logistics Office.
- 3. Another activity included in the work of this Staff was the detailed requirements compilat usually accomplished by a supply element. It is now possible to transfer this work to the Supply Division along with the positions necessary to accomplish it.
- 4. These changes either eliminate or reduce to a minimum the work of the Staff not of a strict planning nature. As a result, the Staff becomes more nearly a pure planning activity and will more adequately serve the logistical planning needs of the Agency.
- 5. The planning function is being divided into two phases current plans and long-range plan This is reflected in the new chart which shows a Current Projects Branch and a Plans and Programs Branch. The name of the planning element is being changed from Coordination and Requirements Staff to Planning Staff.

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The Current Projects Branch

the Coordination and Planning Branch.

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POINT

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7. The Plans and Program Branch consists of which supports not only the Planning Staff, but the entire Logistics Office with respect to library, graphics, and other planning services.

JUSTIFICATION

The nature of the planning function is not such as to permit measurement in terms of uniform and consistent work units. Logistical plans or annexes may run anywhere from a single page to several hundred pages depending upon the scope of the parent operational plan. It has not been possible to determine the total number of existing or proposed projects in all the areas; however, there are 237 plans on record in the Far East Area Division. All of these require varying degrees of planning attention. Examples of specific studies prepared or in varying stages of completion by the Plans and Programs Branch include:

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- (a) Staff studies encompassing requirements for proposed
 - (b) Staff study to establish the feasibility of using Unit Tables of Organization and Equipment in determining material requirements.
 - (c) Staff study relative to the establishment of a redistribution procedure for excess Agency material stocks.
 - (d) Study reflecting specific known excesses resulting in redistribution and disposition.

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STATEMENT OF FUNCTIONS

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PLANNING STAFF, LOGISTICS OFFICE

- 1. Keep the Chief of Logistics and other elements of the Logistics Office informed concerning the gistical aspects of Agency objectives, plans, programs, and projects.
- 2. Conduct long range planning to meet operational requirements, to establish strategic reserves, a develop plans for major
- 3. Furnish technical logistics guidance and assistance to major Agency planning elements so that logistics take into consideration essential logistical implications from their inception through eir implementation.
- 4. Upon request, develop detailed logistics support plans, including gross material requirements, x projects or operations of any component of the Agency.
- Review logistics annexes prepared by other Agency components in order to assure their accuracy equacy, completeness and logistical feasibility.
- 6. Develop or initiate action to secure basic policies and standards necessary in the planning of gistical support to Agency operations.
 - 7. Maintain a Logistics Library serving all elements of CIA.
 - 8. Provide priorities in connection with Controlled Materials program when required.

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STATEMENT OF FUNCTIONS

CURRENT PROJECTS BRANCH

PLANNING STAFF, LOGISTICS OFFICE

- 1. Consult with and advise operating officials and Logistics Officers of the DD/P Staffs and Area visions with respect to the logistical aspects of proposed or current projects.
- 2. Review logistical annexes to current projects initiated by operating officials to determine the egistical feasibility and, to the extent possible, the accuracy, completeness, and adequacy of the annual states of the same accuracy.
- 3. Upon request from operating officials or Logistics Officers of the DD/P Staffs or Area Division evelop detailed logistical annexes based on such factors as the objective of the mission, manpower, durion, and location.
- 4. Monitor special projects by following through with other elements of the Logistics Office with sect to the logistical aspects of the project.



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STATEMENT OF FUNCTIONS

PLANS AND PROGRAMS BRANCH

PLANNING STAFF, LOGISTICS OFFICE

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- 1. Prepare or assist in preparation of plans covering requirements of long range Agency operation ograms and in establishment of strategic reserves.
- 2. Develop plans for major designed to meet the long range logistical major the Agency on the basis of Agency objectives, plans, and programs; and develop logistical requirement detailed analysis of operational programs and plans for 25X1A
 - 3. Furnish logistical advice and assistance to major Agency planning elements.
- 4. Develop planning aids (such as the Logistics Planning Manual) for use by Agency operating offi id Logistics Office personnel in the development of the logistical aspects of operational plans, programojects.
- 5. Maintain a library of technical publications, manuals, handbooks, and other media for Agency unnection with logistical matters.
- 6. Furnish price and availability information to personnel of the Logistics Office in connection wanning and requirements.
- 7. Provide for the Logistics Office services covering the preparation of graphic presentation mat



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b.

- Furnish logistical edvice and assistance to major Agency planning elements.
- Develop planning aids (such as the Logistics Planning Manual) for use by Agency operating officials Logistics Office personnel in the development of the logistical aspects of operational plans, pro-

- Review that portion of the biennial forecast of requirements from Agency operational elements which

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- future as opposed to current operations.
 - a. Analyze these forecasts to determine quantity, standardization and procurement lead time in conjunction with the world-wide force projection, and/or project plans. 25X1C
- Review and analyze material received indicating requirements generated through plans and projects. These include material and equipment for activation and operation of material for support of Agency programs.
- . Recommend redistribution of Agency assets in accordance with operational plans.

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- . Maintain a library of technical publications, manuals, handbooks, and other media for Agency use in maction with logistical matters.
- . Furnish price and availability information to personnel of the Logistics Office in connection with mining requirements.

Provide for the Logistics Office services covering the preparation of graphic presentation material furnishing of computing service.

3: The words "current" and Tuture" as used berein are defined below:

Current . first twelve months of biannual forecast

Future z second twolve months of biannual forecast or any period thereafter

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